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CONFIDENTIAL

3 April 1952

MEMORANDUM

FOR : Deputy Director of Training (General)

FROM : Chief, Plans and Policy Staff

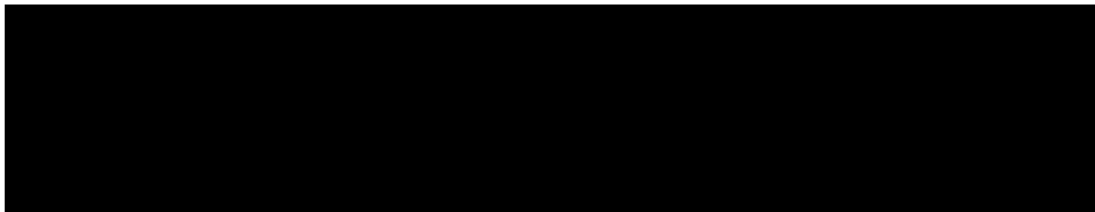
SUBJECT: Weekly Activities Report - Period 28 Mar. - 3 Apr. 1952

I. Completed Projects

1. Project 52-11, Special Weapons Orientation Course. All necessary Staff work for this project has been completed. The Registrar will handle the details of registering CIA personnel assigned to the course. This office has advised the Registrar of the steps taken in setting up this project. She has informed us the necessary action has been taken to follow through with the details.
2. Project 51-14, Cable Preparation Course. The assorted training material on message writing collected by this office at the request of the Office of Communications has been forwarded to Mr. [REDACTED] the TLO. If any further requirement exists, [REDACTED] will notify O/TR and a new project will be set up.

Projects in Process

1.



The deadline for nominating candidates to the Summer Seminar is 7 April. The Selection Board members have been designated. Further action will be taken when the names of all the qualified candidates have been submitted for consideration.

2. Project 51-7, Administrative Training Program. Arranged a meeting with the Management Office, [REDACTED] to discuss the O/TR plan for conducting a series of administrative conferences which will provide an opportunity for Agency level administrative echelons to discuss office administrative practices that affect Agency administration as a whole.

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JOB NO. [REDACTED] FOX NO. [REDACTED] FLD NO. [REDACTED] DOC NO. 38 NO CHANGE  
 IN CLASS/DECLASS/CLASS CHANGED TO: TS 8 C RET. JUST. 22  
 NEXT REV DATE 10 REV DATE 30/6/84 REVIEWER 068 TYPE DOC. 62  
 NO. PCS 3 CREATION DATE [REDACTED] ORG COMP 11 OPL 11 ORG CLASS S  
 REV CLASS C REV COORD. AUTH: HR 79-3

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██████████ concurred with the O/TR proposal as presented and remarked that in his view such a series of conferences would not only benefit Training and the offices concerned but would be of material interest to his office as well.

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3. Project 51-13, Register of Training Activities. Completed a re-draft of the O/TR regulation on the registry and records function for the O/TR. The re-draft was furnished to the Support Staff on 29 March. ██████████ is proceeding to design IBM cards for recording the remaining O/TR(G) training programs. These cards will be coordinated with those currently in use by O/TR(S).

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4. ██████████  
activities of this office on this project and will meet with members of this Staff to discuss the draft solution to the problem prior to its transmittal to the DD/CI.

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5. Project 52-2, CIA Participation in ██████████ The deadline for nominating candidates for ██████████ is April 7. The Selection Board members have been designated. Further action will be taken when the names of all the qualified candidates have been submitted for consideration.

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6. Project 52-9, Training for Employee Evaluation. The film strip, "Coaching the Management Team", was previewed by ██████████ 1A9a  
██████████ of the Personnel Office, ██████████ and ██████████ 25X1A9a  
██████████ of the O/TR(G). It was decided that this film strip was not applicable for use in this project. It was suggested that prior to any further action by the O/TR that Messrs. ██████████ 1A9a and ██████████ define their objectives and requirements for setting up a training program.

### III. Newly Assigned Projects

None

### IV. Projects in Suspense

1. Project 51-6, Survey of Non O/TR Training Activities.
2. Project 51-9, A National Intelligence Course.
3. Project 51-10, Intermediate Intelligence Course.

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4. Project 51-11, Basic Intelligence Course.
5. Project 51-20, Administrative Support to Field Training Operations.
6. Project 51-21, Area and Language Specialists.
7. Project 51-22, Wartime Role of CIA as it Relates to Mission of O/TR.
8. Project 52-3, Training Office Section of CIA History.
9. Project 52-4, A Bill for Training Federal Civilian Officers and Employees.
10. Project 52-5, CIA Employee Improvement.
11. Project 52-8, National Security Presentations.



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